

Reallocation of Surplus Stock Held in Central Storage

This note sets out the reallocation process for certain nationally procured items of equipment and consumables on behalf of the Vaccine Deployment Programme. This stock is held in central storage and includes:

- **Equipment**
- **A wide range of consumables**
- **Furniture**

A full list of stock is available on the portal with instructions on how to access the site below. Minimum order quantity will be a single item as follows:

- **1x pallet of consumables**
(Overall pallet quantity may vary slightly and will be confirmed on dispatch)
- **1x piece of furniture or equipment e.g. one plinth couch, one chair**

Please note that items will be reallocated on a first come, first served basis.

All orders will be Free of Charge (FOC) but the ordering organisation will be responsible for the costs of delivery/collection. Arrangements for delivery can be made direct, with Innova or the requesting organisation can arrange their own transport.

To maintain full transparency, all reallocated items are asset-tracked, and their destination shared with the programme's finance team.

There will be no warranties or guarantees with any of the items, other than where manufacturers warranties may be applicable. Items become the property of the recipient on delivery and that recipient is then responsible for any associated ongoing maintenance, testing, servicing, and insurance.

Reallocation Process:

- The organisation lead responsible for ordering items will need to set up an account via the Innova Care Concepts online portal - <https://nhportal.innovacareconcepts.com/> - and complete the Request Access form
- To ensure security, the portal will only accept registrations from an NHS/trust email address. Once a request for access is approved, the organisation lead will receive notification. For security, only one (1) named representative from each requesting organisation can register to the portal
- The organisation lead will then be sent a temporary login password to the email that has been submitted, the organisation lead can then login to <https://nhportal.innovacareconcepts.com/> to view and secure the stock available for redistribution
- By placing an order the terms and conditions of the MOU governing the transfer of stock are deemed to be accepted

- An Innova representative will contact the organisation lead to ensure requirements are logged correctly and confirm delivery charges as appropriate if the organisation is using Innova for delivery
- Once an order is confirmed, the appropriate Regional Finance Lead for the requesting organisation will receive an automatic notification to ensure the region has oversight for stock tracking purposes
- The organisation(s) will arrange collection and transport of requested stock if delivery is not by Innova

For further information please contact:

- nhs@innova.uk.com about access to the Innova portal, inventory, and logistics queries.
- nhsi.proctom@nhs.net for queries relating to NHSEI policy and process.